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## MEMORANDUM

### City Hall Project

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Date: October 2, 2003

To: Honorable Mayor and City Council

Through: Tom Wilson, City Manager

From: Greg Armendariz, City Hall Project Manager

Subject: Attachment to Council Agenda: Approve budget transfer & appropriation: Authorize the City Manager to execute an agreement; Milpitas Library mapping, survey & off site utility improvements

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In order to continue advancing the new Library project forward, staff is working on several pre-design project elements. One of these items involves early relocation and under grounding of off-site utilities. Specifically, the proposed closures of Winsor and Weller Streets at the new library and parking structure site, requires relocation of water, sanitary, and storm drainage utilities. In addition, PG&E, SBC and Comcast utilities also require relocation and under grounding. This off-site utility work requires a long lead-time to accomplish and the City does not have to wait until final design begins to initiate this effort.

A second work element, which can be advanced prior to the start of final design, is aerial mapping, field and office survey, so that the site mapping is immediately available to the architect at the start of final design.

Harris & Associates was interviewed and selected in accordance with the established City's consultant selection process. Harris & Associates has ample experience in the mapping, survey and utility engineering work necessary for the Library project. Staff has negotiated a scope and fee with Harris & Associates to provide these professional consulting services. The work is proposed on a time and materials basis with a not to exceed amount of \$200,000. A budget appropriation of \$300,000 is recommended for these consulting services and for staff administration. Funds are available from the Library JPA (\$200,000) and 2003 RDA Bond Proceeds (\$100,000.) Upon completion of the utility design, staff will recommend an additional budget appropriation for the construction of these utility improvements (estimated at over \$1,500,000.) A staff report will be presented at the Council meeting to provide additional information. Attached is a budget transfer/budget appropriation form and a CIP sheet for this new project.

**City of Milpitas  
2003-2008 CAPITAL IMPROVEMENT PROGRAM**

Category	Project	Estimate Level
Community Improvements	Milpitas Library Mapping & Offsite Utility Improve	1

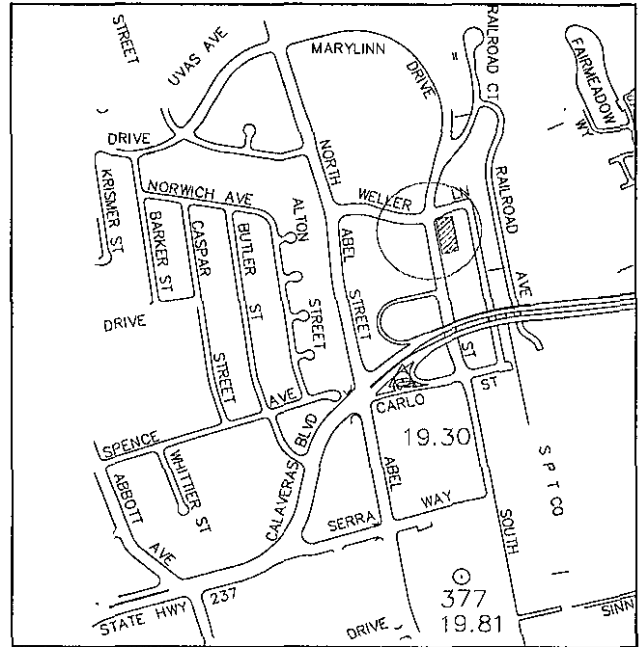
**CONTACT:** Greg Armendariz [3220]

**PRIORITY:** Mandatory or Committed Project

**ANNUAL MAINTENANCE COSTS:** N/A

**DESCRIPTION - LOCATION**

The proposed cul-de-sac on Winsor and Weller Streets for the new library and parking garage, requires relocation of water, sanitary and storm drainage utilities. In addition, PG&E, SBC and Comcast utilities also require relocation and undergrounding. This project provides for the aerial mapping, field and office survey, administration, engineering design of the utility relocation and undergrounding work. Upon completion of final design, staff will recommend an additional budget appropriation for the estimated construction costs.



**Available Funds as of June-30-03** \$0

**ESTIMATED COST**

	Prior Year
Design	150,000
Administration	100,000
Surveying	50,000
Inspection	0
Land	0
Improvements	0
Equipment	0
Other	
<b>TOTAL</b>	<b>300,000</b>

**FINANCING**

	Prior Year
Library TOT	0
Library JPA (transfer from #3394)	200,000
Budget Transfers	0
2003 RDA Bond Proceeds	100,000
General Fund	0
<b>TOTAL</b>	<b>300,000</b>

**COMMENTS**

Completion of the library building program and site analysis is anticipated by the end of December 2003. The final design of the library will commence after Council approval of the building program and site analysis. This project will allow early relocation of utilities which require a long lead time.

**STATUS**

New project submitted to council in October 2003.

**NOTES:**

An additional request to appropriate the money needed for construction improvements and inspection will be submitted upon completion of the design.

## City of Milpitas, California

**BUDGET CHANGE FORM**

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one:				
<input checked="" type="checkbox"/> Budget Appropriation	391-9518153153575	\$200,000	391-951815314800	\$150,000
	331-951339414800	\$200,000	391-951815334800	\$50,000
	391-9518153153850	\$100,000	331-9513394153571	\$200,000
<input checked="" type="checkbox"/> Budget Transfer	394-2931	\$100,000	391-951815324800	\$100,000
			394-3941	\$100,000

Explain the reason for the budget change:

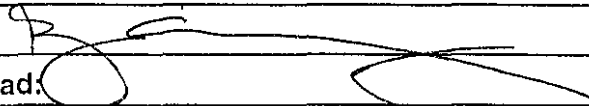
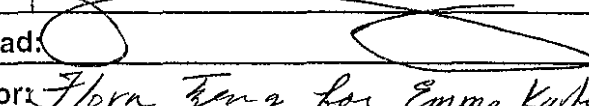
Staff is working on various pre-design elements of the new library project as directed by the Library Subcommittee. The proposed closures of Winsor and Weller Streets at the new library and parking structure site, requires relocation of water, sanitary, and storm drainage utilities. In addition, PG&E, SBC and Comcast utilities also require relocation and under grounding. This off-site utility work requires a long lead-time to accomplish and the City does not have to wait until final design begins to initiate this effort. In addition, aerial mapping, field and office survey work can be accomplished in this pre-design stage, so that the site mapping is immediately available to the architect at the start of final design.

The work is proposed on a time and materials basis with a not to exceed amount of \$200,000. A budget appropriation of \$300,000 is recommended for these consulting services and for staff administration. Funds are available from the Library JPA and 2003 RDA Bond Proceeds, in amount of \$200,000 and \$100,000.

Approve a budget transfer \$200,000 from the JPA Grant (Milpitas Library Predesign Study, Project #3394) and \$100,000 from the 2003 RDA Bond Proceeds to the new CIP Project – Milpitas Library Mapping, Survey and Off-site Utility Relocation.

☒ Check if City Council Approval required.

Meeting Date: October 7, 2003

Itemization of funds, if needed:			Amount
Requested by:	Division Head: 	Date:	10/2/03
	Department Head: 	Date:	
Reviewed by:	Finance Director: <i>Flora Yang for Emma Kallen</i>	Date:	10/2/03
Approved by:	City Manager:	Date:	
Date approved by City Council, if required:			Confirmed by: